PAYMENT SERVICES USER MANUAL 1

MULTIPLE INVOICE PROCESSING (MULTI PROC) 1

INTRODUCTION 1

BASIC FEATURES OF THE MULTI PROC SCREEN 1

VIEWING INVOICE DETAILS 2

PROCESSING INVOICES 3

VIEW ALL 3

AUTHORIZE 4

DISTRIBUTE 4

APPROVAL LEVELS 5

E-MAIL NOTIFICATION 6

TO SEND AN E-MAIL NOTIFICATION 6

TO SEND AN E-MAIL NOTIFICATION FROM THE QUEUE 7

FINAL APPROVAL 8

ADDITIONAL FEATURES OF THE FINAL APPROVAL SCREEN 8

PAYMENT REQUIRED DATE 8

TOTALS BY PAYMENT REQUIRED DATE 9

VIEWING FUND INFORMATION 9

CHANGING THE PAYMENT REQUIRED DATE 10

PAYMENT SERVICES USER MANUAL

MULTIPLE INVOICE PROCESSING (MULTI PROC)

INTRODUCTION

The **Multi Proc** (multi-processing) screen has the same approval function as the Approval screen, but allows you to see multiple invoices in a list, check their details if necessary, and approve as many as needed. Additionally, payment dates can be changed so that invoices are sent for payment when funds are known to be available.

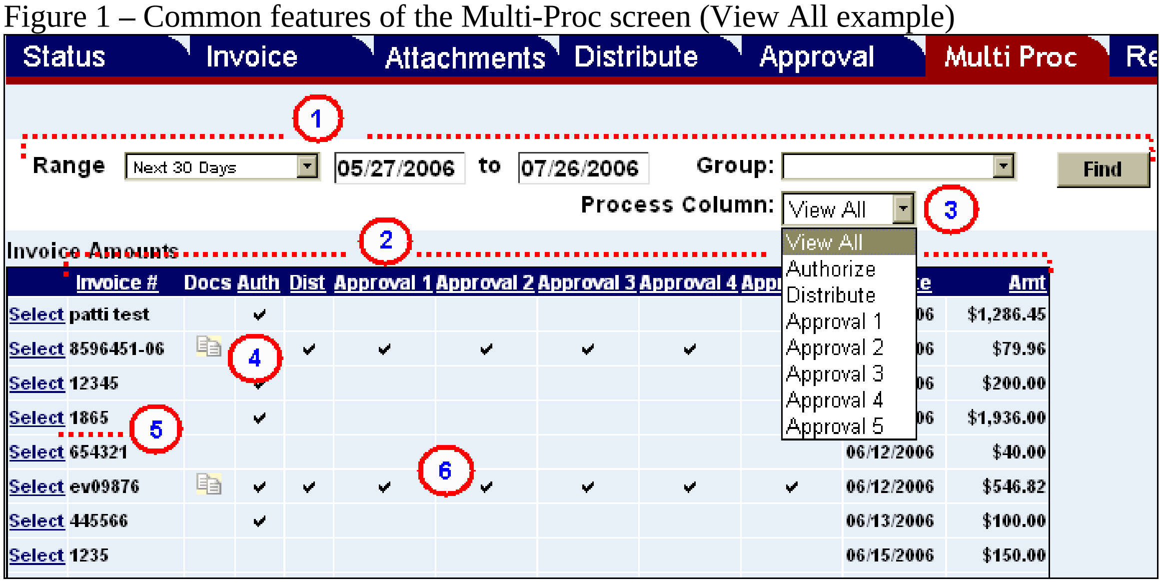
The actions you can take on invoices will depend on your role or level of permission defined by your Payment Services administrator,

The names and the number of approval column headers will be defined by the agency's Payment Services administrator. These are the same as the approval processes in the **Process Column** menu.

BASIC FEATURES OF THE MULTI PROC SCREEN

There are several "views" available by selecting a process from the **Process Column** menu. However, there are some basic features common to all views for finding, sorting, and viewing invoices.

Figure 1 – Common features of the Multi-Proc screen (View All example)



1. **Search functions.** Search for particular invoices by selecting a date range and/or a Group name, then click **Find**.
2. **Column headers.** Click any of the column headers in the list of invoices to sort the list by that value. For example, click **AMT** to sort the list by amounts, low to high. Click **AMT** again to re-sort the list by amounts, high to low.
3. **Process Column menu.** Select a process from the **Process Column** menu to display invoices that you can take action on for that process. The names and the number of processes will be defined by the agency's Payment Services administrator.
4. **Scanned attachments icon.** Indicates there are scanned documents attached to an invoice. Click the icon to open the **Attachments** screen and on that screen click **View** to inspect the scanned invoice or related documents.
5. **Select invoice details**. Click **Select** next to an invoice number and the details of the invoice are displayed at the bottom of the screen. (See Viewing Invoice Details below)
6. **Process level check marks**. Check marks indicate the processes or approval levels that have been completed. When a specific process is selected from the **Process Column** menu, check boxes will be available to check or uncheck.

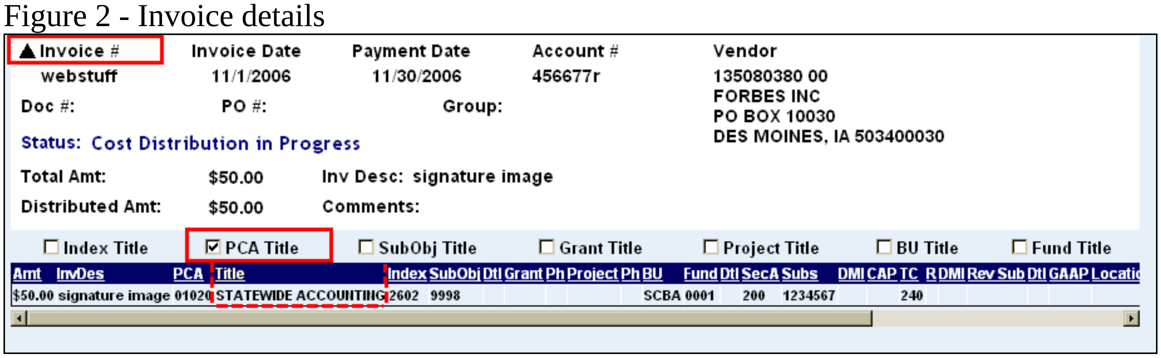
Other common features include:

- When a specific process is selected from the **Process Column** menu, other options will also be displayed: **Show Editable Invoices Only** and **Check All**.
- Check **Show Editable Invoices Only** too see *only* those invoices that you can take action on. If necessary, select **Check All** check box to select all of the invoices for approval.
- In any process view, when finished, click **Save & Continue** or **Save & Clear**.

VIEWING INVOICE DETAILS

As noted above, click **Select** next to an invoice number and the details of the invoice are displayed at the bottom of the screen.

Figure 2 - Invoice details



- To see more information about some of the fiscal coding fields, select the 'title checkbox' for the fiscal code to display its title. For example, select **PCA Title** to display the title of the PCA code. Uncheck the 'title checkbox' to hide the title.
- To see the previous or next invoice in the list of invoices, you can click the up or down arrow next to **Invoice #** or you can click **Select** next to an invoice in the main list.

PROCESSING INVOICES

Select one of the process types in the **Process Column** menu to display the invoices that you can authorize, complete cost distribution, or approve. Each process for an invoice can also be refused, i.e., an invoice can be unauthorized, not approved, or cost distribution can be denied so that it has to be re-entered. Each agency will have its own rules that define the approval process and the personnel involved.

The names and the number of processes that you see in the application will be defined by the agency's Payment Services administrator. The role or permissions assigned to you by your Payment Services administrator will also determine what you see in the **Process Column**. For example, if you are assigned to be an approver level 1 only, you will not see any other approver levels higher than level 1.

The **Process Column** menu includes these process types:

VIEW ALL

The **View All** displays all invoices in a default data range. As noted above the following actions can be performed:

- The **View All** list can be sorted by its column headers.
- To find particular invoices, select a date range and/or a Group name, and then click **Find**.
- Details of individual invoices can be viewed by clicking **Select** next to an invoice. Attached scanned documents can be viewed by clicking the **Doc** icon and viewing the attachments in the **Attachments** screen.

No action can be taken directly from **View All –** a specific process must be selected from the **Process Column** menu.

See the **View All** screenshot example in the previous section.

AUTHORIZE

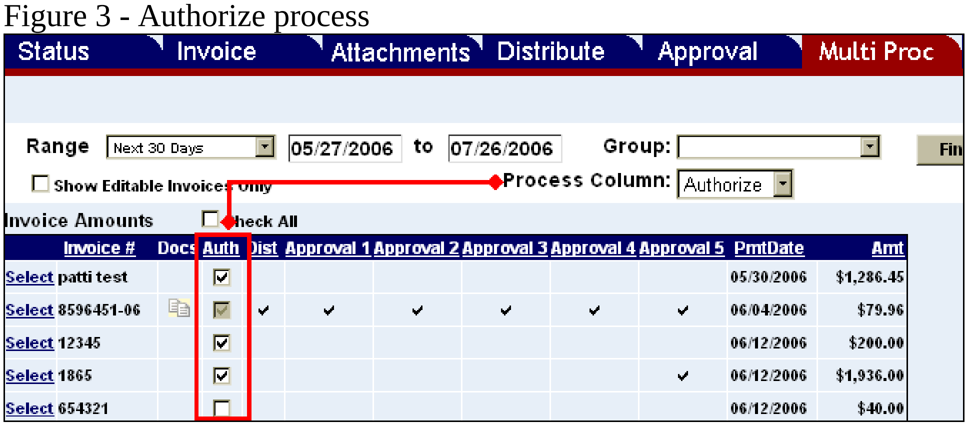
Select **Authorize** to authorize multiple invoices so they will be ready for cost distribution. Check or clear the check boxes to authorize or not authorize invoices as needed.

- Invoices that have already been authorized on the Invoice screen are checked. With authorization permission, you can unauthorize these invoices on the Multi Proc screen.
- Invoices that have not been authorized are unchecked.
- Check boxes that appear unavailable to select indicate that the invoice has been through the final approval level.

To authorize or unauthorize invoices:

1. Check the invoices to be authorized (or leave them checked).
2. Uncheck invoices that you do not authorize (or leave them unchecked).
3. Click **Save & Continue** or **Save & Clear**.

Figure 3 - Authorize process



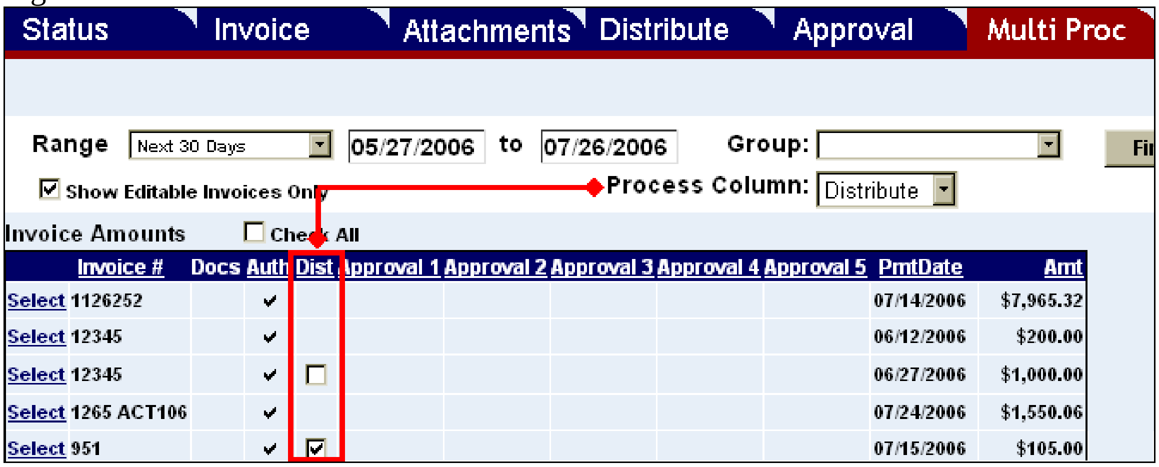
DISTRIBUTE

Select **Distribute** to select invoices for cost distribution having been completed. An invoice with an unchecked check box means that it has had the cost distribution saved, but not completed. A checked invoice has had cost distribution saved and completed.

To complete cost distribution:

1. Check the invoices to have cost distribution completed (or leave them checked).
2. Uncheck invoices to undo cost distribution (or leave them unchecked).
3. Click **Save & Continue** or **Save & Clear**. Any invoice that was unchecked must then have its cost distribution re-entered on the **Distribute** screen.

Figure 4 - Distribute column

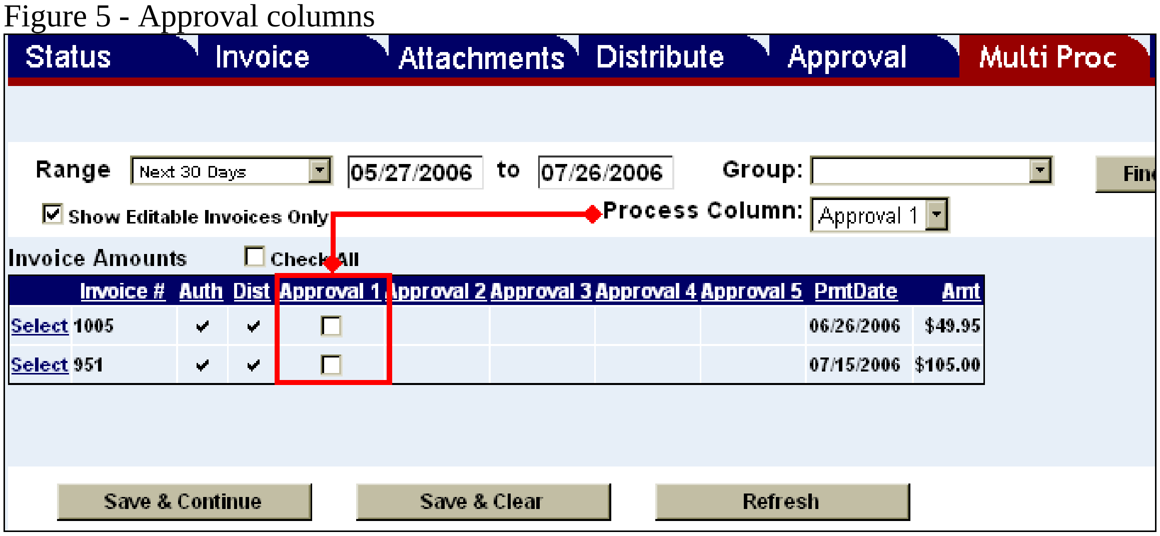


APPROVAL LEVELS

Select the appropriate approval level(s) as assigned to you. If approving more than one level, you must select each one individually and complete the approval steps for each level individually. The approval level names on the **Process Column** menu and the column headers are defined by your Payment Services administrator. In the example below they are simply named “Approval 1”, “Approval 2”, etc.

1. Check the invoices to approve (or leave them checked).
2. Uncheck invoices to “disapprove” (or leave them unchecked).
3. Click **Save & Continue** or **Save & Clear**.

Figure 5 - Approval columns

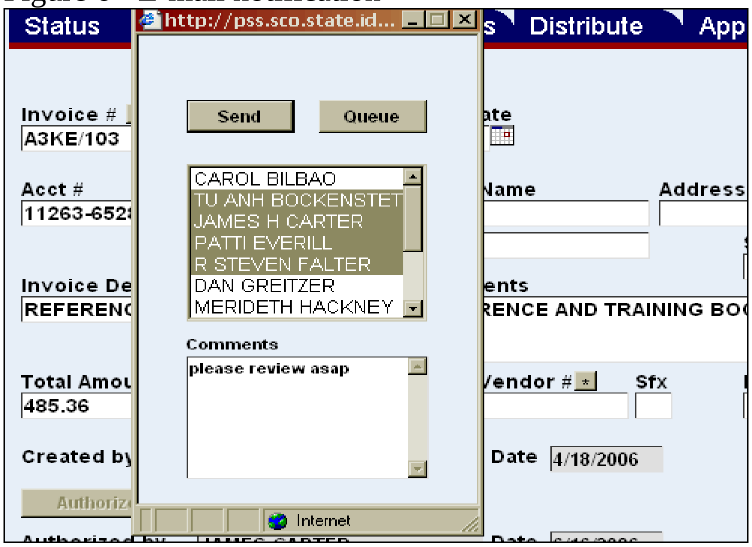


Continue with the process of selecting approval levels from the **Process Column** menu as defined by your agency’s business process and Payment Services Administrator.

E-MAIL NOTIFICATION

If e-mail notification has been enabled by your Payment Services administrator, an e-mail dialogue box will appear after saving the authorization. There are two e-mail dialogue boxes that may be presented. One will send e-mail to the next approval level and the other will send e-mail to previous approval level if an invoice is not authorized (to make corrections and re-approve).

Figure 6 - E-mail notification

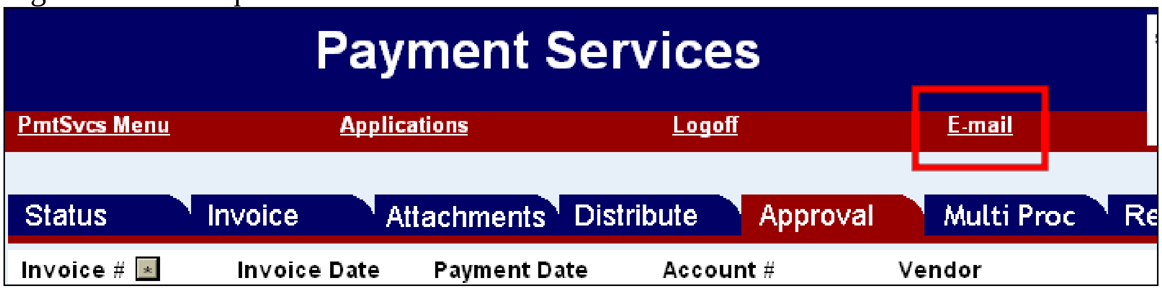


TO SEND AN E-MAIL NOTIFICATION

1. Highlight the recipient's name. Hold down CTRL and click the left mouse button to highlight multiple names.
2. Type a comment if needed.
3. Click **Send** or **Queue**.
   - Click **Send** to send the e-mail immediately.
   - Click **Queue** to save e-mail messages in a queue which will be automatically sent at the end of the day (midnight). Queue will store multiple e-mail messages for the same recipients, but only send one e-mail for each recipient with multiple invoice messages in the one e-mail.
4. After sending or queuing, a verification message will appear. Click **OK** and then click **X** in the corner of the e-mail dialog box to close.

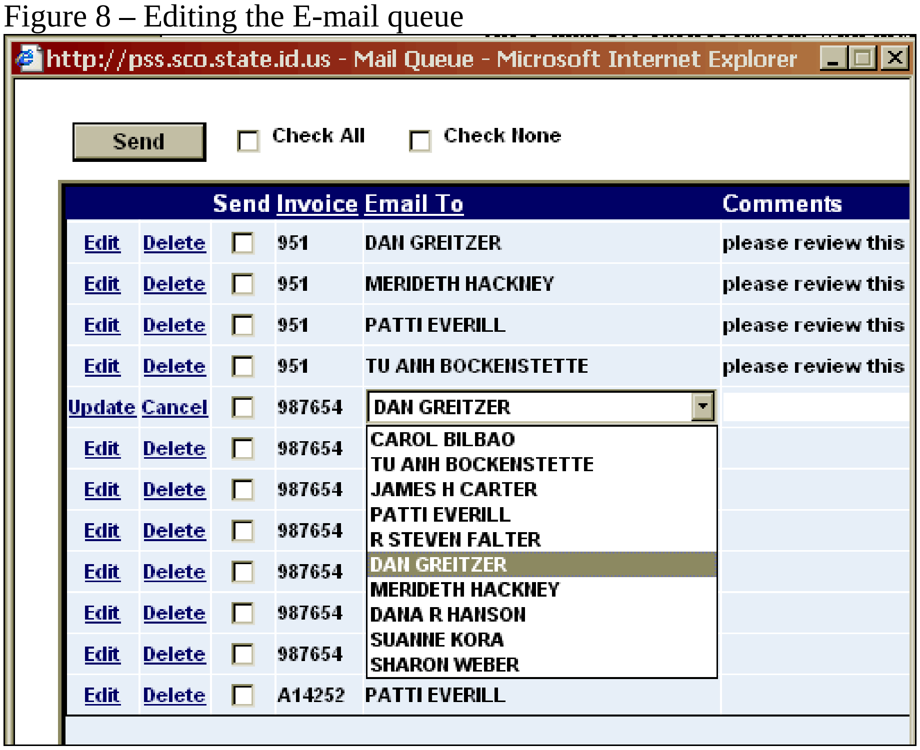
TO SEND AN E-MAIL NOTIFICATION FROM THE QUEUE

Figure 7- E-mail queue menu



1. Click **E-mail** in the top menu bar
2. By default, all recipients are selected. Uncheck the check box in the **Send** column if you do not want to send an email to a particular person. However, any unsent e-mails in the queue will be sent automatically at the end of business day.
3. Click **Edit** next to an invoice and recipient to change the recipient for that invoice message. This may clear all of the check marks for all recipients.
4. Select a recipient's name from the **Email To** menu.

Figure 8 – Editing the E-mail queue



5. Type a **Comment** if needed.
6. Click **Update** to save the change. (Click **Cancel** to cancel the change.)

7. Select **Check All** if necessary. (You could select **Check All** and uncheck individual boxes in the **Send** column for individual recipients.)

Click **Send** to send all selected e-mails from the queue.

FINAL APPROVAL

Select the final approval level to approve/release invoices for payment. Again, the approval level name on the **Process Column** menu and the column header is defined by your Payment Services administrator.

The basic approval steps are the same as other approval levels:

1. Check the invoices to approve (or leave them checked).
2. Uncheck invoices to "disapprove" (or leave them unchecked).
3. Click **Save & Continue** or **Save & Clear**

The final approval level can also display total costs and fund information as well. By seeing the total amounts and the funds being affected, you can make decisions about which invoices to pay, which invoices could be better distributed across funds, etc.

ADDITIONAL FEATURES OF THE FINAL APPROVAL SCREEN

When the final approval is selected from the **Process Column**, two additional items are displayed:

- A column appears in the list of invoices for Payment Required Date (**PmtReqDate**)
- A second grid of Totals by Payment Required Date (**Totals by Pmt Req Date**) appears next to the list of invoices.

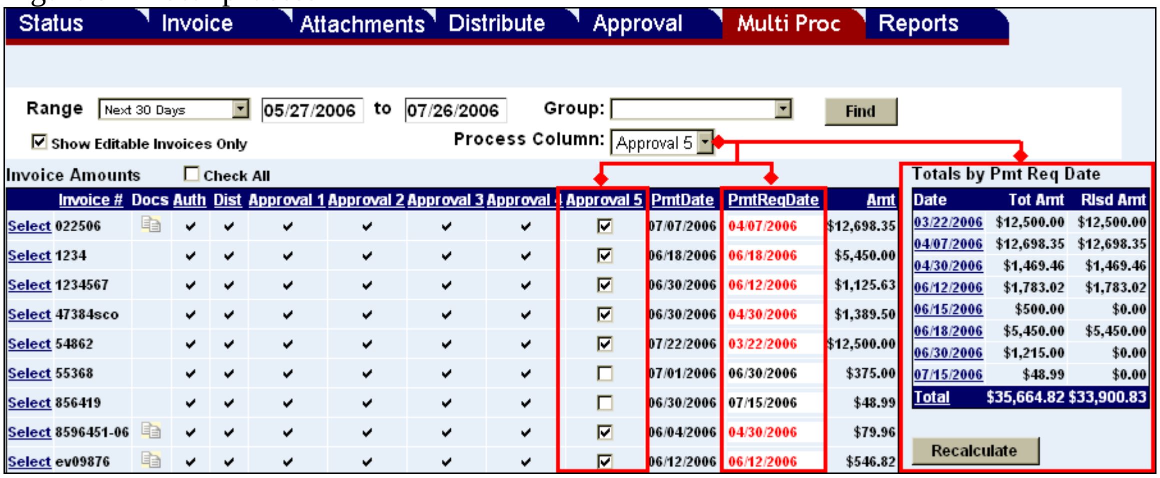
PAYMENT REQUIRED DATE

This is an editable field to allow you to change the payment date of invoices in order to help manage money and expenditures. See the Changing the Payment Required Date section below.

TOTALS BY PAYMENT REQUIRED DATE

Two columns in this grid show the total amount of all invoices for a date and a total amount released for payment. This provides information about how much money is being released for payment and how much is waiting for release.

Figure 9 - Fiscal process

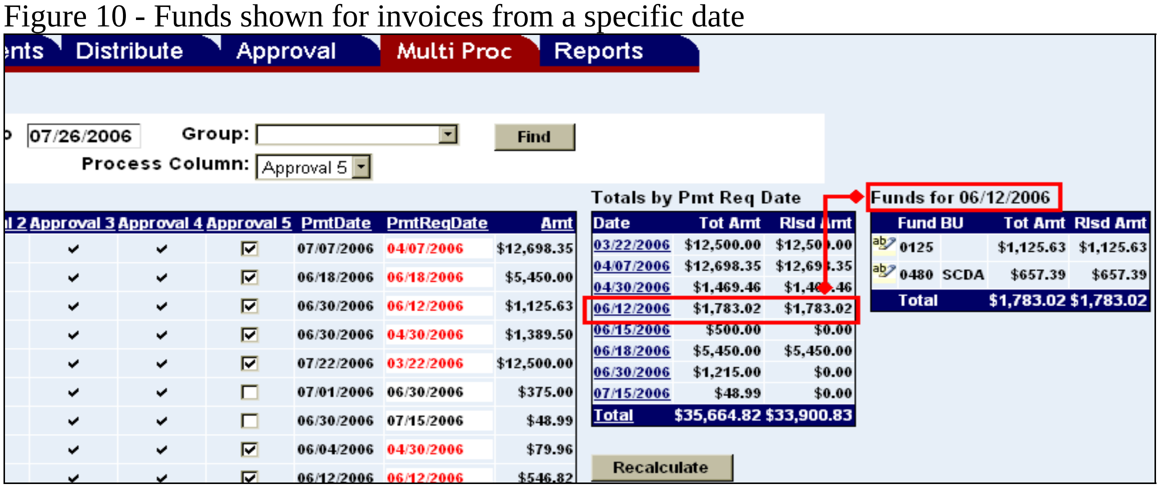


VIEWING FUND INFORMATION

Fund information can be displayed that will help you determine the final approval action to be taken for invoices. By seeing the total amounts and the funds being affected, you can make decisions about which invoices to pay, which invoices could be better distributed across funds, etc.

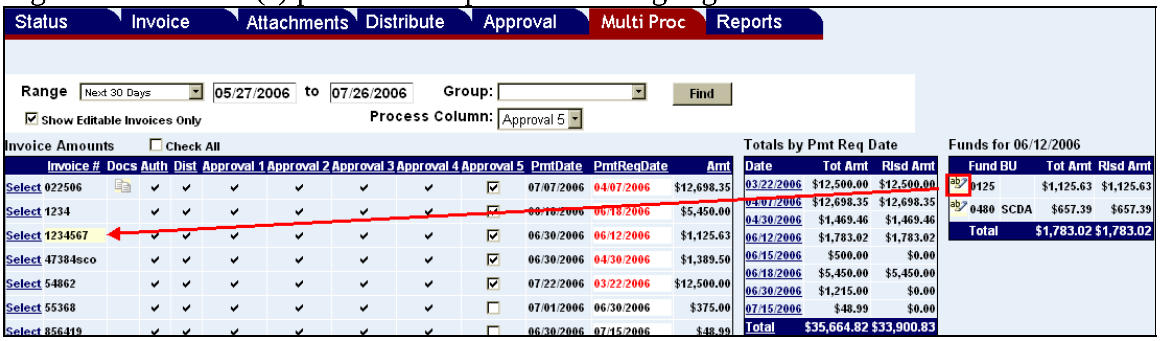
Click on any date in the second grid and a third grid appears that shows the funds being impacted by the total invoice amounts.

Figure 10 - Funds shown for invoices from a specific date



Click on the highlight icon next to a particular fund and in the main invoice list any invoice being paid from that fund (partially or fully) will be highlighted.

Figure 11 – Invoice(s) paid from a specific fund highlighted



CHANGING THE PAYMENT REQUIRED DATE

The payment date of an invoice can be changed in cases, for instance, when your funds will not have enough money to pay for invoices or if you are able to postpone payment to earn more interest on your money before payment.

1. Note the **Recalculate** button under **Totals by Pmt Req Date** section (see Figure 7).
2. If the invoice totals for a given day are fairly large and one could be postponed for a week, locate the invoice in the invoice list.
3. Change the date in the **PmtReqDate** column as needed.
4. Click **Recalculate**.
5. If the totals are satisfactory, click **Save & Continue** or **Save & Clear**.